

Switch Business Systems

Prior to an order being entered successfully product for that order must exist in the system. Inventory does not have to be available for an order to be entered, but if not batches cannot be assigned or picking tickets produced.

The handling code can be one of three options, regular, drop ship or sample. A regular order has batches assigned and is processed in the normal way with inventory being affected. A sample is processed the same as a regular order with the exception that there is no pricing and no invoice is produced. A drop ship will generate an invoice when the system has been informed that the drop ship vendor has shipped the product, no inventory is affected but sales analysis figures are maintained.

Once the customer is entered various information will automatically be added to the order. The salesperson, terms, ship via, fob and prepaid/collect flag will be loaded with the relevant billing demographics. The notes entered in the customer file under special instructions will be displayed in the form of a message on the users screen.

The Products button is clicked on to start entering the products on the order. When the product code is entered the units of measure for stocking and pricing will automatically be displayed. When the quantity is entered the price will appear – this can be overridden. To assign a batch number against this product enter a ‘Y’ in the box marked B. A screen will appear where batch allocation can take place. The batches marked reserved are reserved for the customer for whom the order is being entered. To assign batches enter the quantity of the batches to be used in the boxes to the left of the textual description and then click on the ‘submit form’ button to apply.